

## Most commonly used account codes

	Description of income/expense	Account Code	
asset	computer equipment & peripherals >\$2000 (creates a barcode)	5200	
asset	equipment built into an asset or earlier line # of purch ord (no barcode)	5210	
asset	extra Ram for computer new or existing (will not create a barcode)	5210	
asset	other equipment < \$2000 (will not create a barcode)	5211	
asset	other equipment > \$2000 (will create a barcode)	5630	
asset	other equipment built into existing asset (need barcode of asset)	5211	
asset	prepaying an asset (will not create a barcode)	5211	
expense	consumables - chemicals	6560	
expense	consumables - computing material	6471	
expense	consumables - materials	6400	
expense	consumables - other	6486	
expense	consumables - workshop & lab (was 6502 - 6521)	6500	
expense	examiner's fee	6101	
expense	food/drink - catering for a course	6456	
expense	food/drink - finger food - associate (e.g wife) - no alcohol	6457	*incurs FBT
expense	food/drink - finger food - associate (e.g wife) - with alcohol	6457	*incurs FBT
expense	food/drink - finger food - client (eg.students/Military) - no alcohol	6611	
expense	food/drink - finger food - client (eg.students/Military) - with alcohol	6458	AOIT, pay GST
expense	food/drink - finger food - staff - no alcohol	6611	
expense	food/drink - finger food - staff - with alcohol	6457	*incurs FBT
expense	food/drink - meal money for overtime	6612	
expense	food/drink - morning/afternoon tea - schools	6611	
expense	food/drink - other meal - associate (e.g wife) - no alcohol	6457	*incurs FBT
expense	food/drink - other meal - associate (e.g wife) - with alcohol	6457	*incurs FBT
expense	food/drink - other meal - client (e.g student/Military) - no alcohol	6458	AOIT, pay GST
expense	food/drink - other meal - client (e.g student/Military) - with alcohol	6458	AOIT, pay GST
expense	food/drink - other meal (e.g BBQ) - staff - no alcohol	6457	*incurs FBT
expense	food/drink - other meal (e.g BBQ) - staff with alcohol	6457	*incurs FBT
expense	freight	6631	
expense	hire & contract services (was 6112 - 6120)	6111	
expense	licence fees - external (for software licences use 6081)	6677	
expense	maintenance - computer	6062	
expense	maintenance - repair to broken equipment (was 6060 or 6061)	6061	
expense	maintenance - yearly eg. on microscopes (was 6001-6028)	6020	
expense	photocopying	6141	
expense	presenter's fee for a course	6101	
expense	sessional teaching	6111	
expense	software - purchase (was 6486)	6471	
expense	software licenses (was 6080)	6081	
expense	staff development (was 6611)	6620	
expense	stationery & office supplies	6441	
expense	subscriptions - for individual (FBT payable) e.g Time mag	6613	
expense	subscriptions - for individual as aid in research	6611	
expense	subscriptions - for school/centre (non FBT)	6640	
expense	telephone/mobile charges	6649	
expense	travel - domestic - accommodation	7007	
expense	travel - domestic - advance	7570	
expense	travel - domestic - airfare	7001	
expense	travel - domestic - cabcharge	7010	
expense	travel - domestic - conference fee	7008	
expense	travel - domestic - subsistence	7014	
expense	travel - domestic -taxis/bus/rail/ferry/parking/fuel	7010	
expense	travel - international - accommodation	7107	
expense	travel - international - advance	7569	
expense	travel - international - airfare	7103	
expense	travel - international - conference fee	7108	
expense	travel - international - subsistence	7114	
expense	travel - international - taxis/bus/rail/ferry	7110	
income	fees charged to students for course notes	1284	
income	graduation income	1283	